

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
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June 1, 2007

EMS
Information Bulletin No. ID-2007-037

To: All Employees

From: Deputy State Director for Support Services

Subject: Freedom of Information Act (FOIA) Requests for Records at the National Archives and Records Administration (NARA)

This Information Bulletin provides general guidance concerning FOIA requests for Idaho Bureau of Land Management (BLM) records maintained at NARA. NARA has two distinct records facilities, the Federal Records Center (FRC) and the National Archives.

Many inactive records (whether temporary or permanent) are shipped to the FRC for storage. All BLM records retained at the FRC are under BLM control. When requested under the FOIA, these records must be treated as agency records in the same manner as those records retained at BLM-Idaho offices.

- Any Idaho BLM records located at the FRC, falling within the scope of a FOIA request, are considered responsive records.
- Responsive records will be retrieved from FRC by the submitting office.
- On-site FOIA reviews by FOIA requesters are not permitted at the FRC.

As a result of ongoing litigation, BLM has been placed under a temporary suspension/freeze on the destruction of all records until further notice. Currently, records which would ordinarily be destroyed on a regular basis in accordance with the General Records Schedule (GRS)/BLM Combined Records Schedules are now being sent to the FRC for storage until the temporary suspension is lifted.

- Records past their destruction date must still be considered responsive if they fall within the scope of a FOIA request.

Only inactive permanent records are transferred to the National Archives. Generally these records are sent to the FRC for storage for a number of years (usually 20 to 30 years) prior to being transferred to the National Archives.

- Once Idaho BLM's records are turned over to the National Archives, they become the sole responsibility of NARA - Idaho BLM loses ownership and control.
- We do not process any FOIA requests for Idaho-BLM records that have been transferred to the National Archives. We would direct FOIA requesters to NARA.

If you have any questions concerning records stored at the FRC or transferred to the National Archives, contact Gloria Van Noy, State Records Administrator, at (208) 373-3946, or Janice Firth, State Records Manager, at (208) 373-3906. For questions related to the FOIA, please contact Linda Perkins, State FOIA Coordinator, at (208) 373-3947.

Signed
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Authenticated
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